

## Appendix C. Clean Cities Program Plan Review Form

### Program Plan Review Form

Component	Best	Satisfactory	Coalition Grade/Notes
<b>1. Buy-in from Stakeholders</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Stakeholders have met several times, assisted in developing the plan, committee members identified, and stakeholders <u>operating fleets or providing fuel</u> project operating AFVs or refueling sites by the year 2002	
<b>2. Local Background</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Past AFV efforts described; area's primary alternative fuel use discussed and explained; specific topics/interest explained (i.e., Corn Growers Assoc. in Iowa)	
<b>3. EPACT/ CAAA</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Attainment status identified and if applicable, how becoming a Clean City can help to gain attainment status; area EPACT fleets identified	
<b>4. Local/State Laws/ Incentives</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed	Current and proposed Local/State & other related laws described and goals of the coalition are related to compliance of those laws	
<b>5. Grants/ Funding</b>	Grants/Funding received by the community for the purchase of AFVs, development of infrastructure, and efforts of the coalition are listed, described, a status of the projects are provided, and involved parties have been contacted to join the coalition. If grants/funding have not been awarded, state as such.	Grants/Funding received by the community for the purchase of AFVs or development of infrastructure are listed, described, and a status of the projects are provided. If grants/funding have not been awarded, state as such.	
<b>6a. Current AFVs and 6b. Refueling Sites</b>	States when and how the AFV/Refueling survey was conducted, to whom it was forwarded, the response rate, and information received. All stakeholders operating vehicles operate AFVs and fuel related stakeholders offer alternative fuels	States when and how the AFV/Refueling survey was conducted, to whom it was forwarded, the response rate, and information received. 90%-50% of the stakeholders <u>operating vehicles</u> operate AFVs and 90%-50% of fuel related stakeholders offer alternative fuels	

Component	Best	Satisfactory	Coalition Grade/Notes
<b>7a. Projected AFVs and</b> <b>7b. Refueling Sites</b>	All stakeholders operating vehicles project additional AFVs and fuel related stakeholders project offering additional alternative fuels	90%-50% of the stakeholders operating vehicles project additional AFVs and 90%-50% of fuel related stakeholders project offering additional alternative fuels	
<b>8. Coalition Goals (Include as a minimum Goals A-E below)</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Program Plan includes coalition goals that answer “What” will be accomplished; are region specific; quantifiable; assist with implementation of EPACT, State, Local laws; include “Who” will accomplish the goals by assigning the goals to a committee	
<b>9a. <u>Goal A:</u> Increase Number of AFVs and</b> <b>9b. Refueling Sites</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Additional AFVs and are stated as a goal, with objectives, timelines, and responsible parties  Additional publicly accessible refueling sites are stated as a goal, with objectives, timelines, and responsible parties	
<b>10. <u>Goal B:</u> New Stakeholder Recruitment</b>	Potential new stakeholders are identified, but have not been recruited yet. This is stated as goal in the Program Plan with the potential stakeholders listed, objectives, timelines, and responsible parties	New stakeholder recruitment is stated as goal in the Program Plan with objectives, timelines, and responsible parties	
<b>11. <u>Goal C:</u> Influence Local/State Legislation/ Laws/ Incentives</b>	New legislation has been put in to place based, in part, on the efforts/influence of the coalition, the legislation is identified and described and additional goals to influence current and future legislation are addressed, with supporting objectives, timelines, and responsible parties	Current proposed Local/State Legislation identified; describes how coalition will influence current and future legislation to address AFV goals, include as a coalition goal with supporting objectives, timelines, and responsible parties	
<b>12. <u>Goal D:</u> Public Outreach</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Specific public outreach goals, objectives, responsible entities, and timelines identified	
<b>13. <u>Goal E:</u> Grants/ Fundraising</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Specific fundraising and grant goals, objectives, responsible entities and timelines identified	

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<b>14. Coalition Objectives</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Program Plan includes objectives that answer “How” the goals will be accomplished. These are quantifiable specific steps directly linked to a stakeholder or group of stakeholders	
<b>15. Timeline</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Answers “When” briefly describes what has occurred thus far and provides an approximate time when the objectives and goals will be met	
<b>16. Goals, Objectives, Timelines, Organization (responsible parties) Tie-in</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed.	Program Plan specifically connects the goals, objectives, timelines, and responsible parties	
<b>17. Coordinator</b>	Full-time and fully funded	Part-time, committed to achieving program goals	
<b>18. Coalition Organization</b>	Program Plan graphically displays the organization and answers “Who” will accomplish the goals and objectives; identifies committees and organization structure; committee members and chairs named	Committees and organization structure and goals identified; committee members named	
<b>19. Good Mix of Stakeholders</b>	Includes local government, fleet operators & owners, fuel suppliers, educators, AFV manufacturers & converters, those with political influence, and least one stakeholder has the ability to influence fleets to incorporate AFVs	Includes local government, fleet operators & owners, fuel suppliers, educators, AFV manufacturers & converters, those with political influence	
<b>20. Fleet Identification</b>	All area fleets identified, AFVs quantified, and fleets contacted to join coalition	Fleet identification plan established and started and core group of fleets have been recruited	
<b>21. Refueling Site Identification</b>	All area, state, and corridor related refueling sites, operators, and accessibility identified, mapped, and contacted to join coalition	All area, state, and corridor related refueling sites, operators, and accessibility identified	
<b>22. Monitoring Program</b>	All satisfactory criteria met and other unique, notable or outstanding activities have been completed	Identified in plan, includes: will provide accomplishments to DOE; conduct AFV user surveys; seek input from stakeholders	

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<b>23. Stakeholder Lists</b>	<p>Completed and submitted as an appendix to the Program Plan, it includes: Coordinator and Stakeholders, and for each: Name, Title, Company, Public/Private status of company, Address, Phone, Fax, Internet Address if available, Company Type, and membership in coalition committees/working groups, in alphabetical order</p> <p>Stakeholder list in alphabetical order, with a one-two sentence description of the company/entity activities and state if they are a fleet operator or fuel supplier also.</p>	<p>Completed and submitted as an appendix to the Program Plan, it includes: Coordinator and Stakeholders, and for each: Name, Title, Company, Public/Private status of company, Address, Phone, Fax, Internet Address if available, Company Type, and membership in coalition committees/working groups</p> <p>Stakeholder list with a one-two sentence description of the company/entity activities and state if they are a fleet operator or fuel supplier also</p>	
<b>24. Market Development Plan</b>	Completed and submitted as an appendix to the Program Plan	Addressed in Program Plan as a goal with objectives to accomplish its completion, tentative completion date, and responsible parties	
<b>25. Noteworthy Strengths</b>	Additional information or description of events related to <i>Clean Cities</i> ; unique approach to accomplishing goals; etc.	Not required	

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